RUTGERS
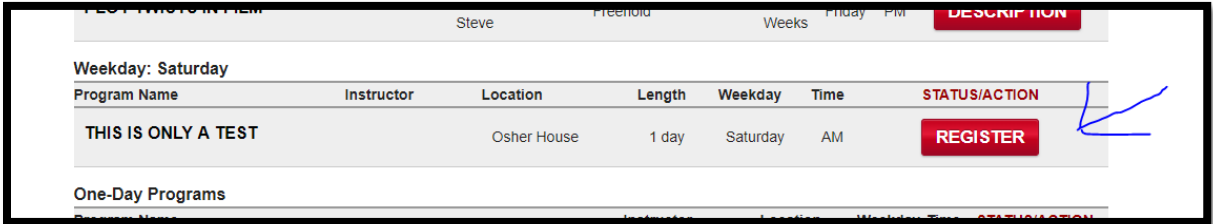## Continuing Studies

OSHER
LIFELONG
LEARNING
INSTITUTE

OLLI-RU HOW TO:

Register online

Osher Lifelong Learning Institute at Rutgers University

3 Rutgers Plaza

New Brunswick, NJ 08901

Phone: 848-932-6554

email: olliregistrations@docs.rutgers.edu

STEP 1

a. Go to the OLLI-RU website (olliru.rutgers.edu)

b. Click "**Catalog**" header

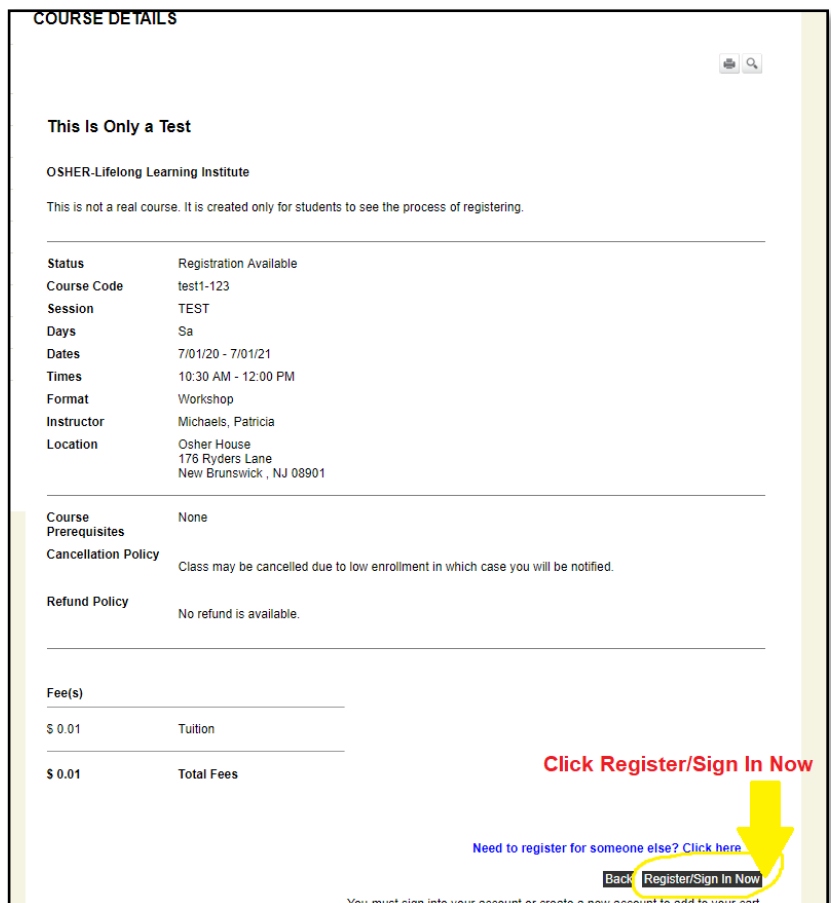c. Scroll through list of courses. Click "**Register**" next to the course you want.

❖ *If it says '**DESCRIPTION**' next to the course that means registration is not open yet. You can only register once the box says '**REGISTER**'*

STEP 2

a. Click "**Register/Login Now**"
   (at bottom right of page)

STEP 3

If you **HAVE** previously created an account:

    a. Enter your User Name and Password and click **Login**

Forgot the user name or password or aren't sure? Email olliregistrations@docs.rutgers.edu.

If you **HAVE NOT** created an account:

    a. Click   Create Account

    b. Enter the profile information on that screen. You only need to fill in the lines with an asterisk.

Continuing Studies

YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibi[lity] or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you notified on the Checkout page before submitting your final order.

Already have an account?

Please enter the username and password you set up during registration or checkout.
If you do not have an account, use the New Account option below.

* required information

User Name [_____] ⬅️ **Enter your User**

Password [_____] ⬅️ **Name and Password**

Login   Forgot Username?   Forgot Password?

New Registrant

Click on the Create Account button to create a new account.
You will add a username and password during the process.

Create Account

STEP 4

At the bottom right, **Click "Add to Cart"**

This Is Only a Test

OSHER-Lifelong Learning Institute

This is not a real course. It is created only for students to see the process of registering.

Status	Registration Available
Course Code	test1-123
Session	TEST
Days	Sa
Dates	7/01/20 - 7/01/21
Times	10:30 AM - 12:00 PM
Format	Workshop
Instructor	Michaels, Patricia
Location	Osher House 176 Ryders Lane New Brunswick , NJ 08901

Course Prerequisites	None
Cancellation Policy	Class may be cancelled due to low enrollment in which case you will be notified.
Refund Policy	No refund is available.

Fee(s)

$ 0.01	Tuition
$ 0.01	**Total Fees**

Primary account holder's name

Please select the name of the person who will be attending this course: [Michaels, Kristen ▾]

Need to register for someone else? Click here

Click Add to Cart   Back Add to Cart

All done?

    a. click "**Checkout**"

Want to add more classes?

    b. click "**Continue Shopping**" and go to pg. 8 of this document for what to do when you click **Continue Shopping**.

YOUR CART   Account: Kristen Michaels

Last Viewed: This Is Only a Test

If Pay Amount edit is available, you may enter an amount less than the full amount due.
The balance will be billed. Minimum payment amounts may be in effect.
Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test Michaels, Kristen 7/01/2020 - 8/01/2022 10:30 AM - 12:00 PM Days: Sa				
	Tuition	1	$ 0.01	$ 0.01	
	Sub-Total:			$ 0.01	$ 0.01
	TOTAL:			$ 0.01	$ 0.01

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Checkout   Continue Shopping

Click the box next to **General Refund Policy**

    a. Then click **Place Order**

That will take you to the payment portal- directions are on the next page.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test Michaels, Kristen 7/01/2020 - 7/01/2021 10:30 AM - 12:00 PM Days: Sa Refund Policy Cancellation Policy				
	Tuition	1	$ 0.01	$ 0.01	
	Sub-Total:			$ 0.01	$ 0.01
	TOTAL:			$ 0.01	$ 0.01
	OnAccount Payments:				$ 0.01
	Other Payments:				$ 0.00

I have read and accepted the following terms and conditions
☐ General Refund Policy

Place Order   Cancel Order

① Click
② Click

STEP 7

a. Click the down arrow in the box on the Payment Method line

b. Select either **eCheck** or **Credit Card**

Enter Payment Amount

Please enter/select as indicated below and click the "Continue" button to proceed with payment.

Required fields are marked with an *

Payment Amount

Payment Amount*:	0.01
Total Amount:	0.01
Payment Method*:	Select One... ⌄

Payment Method*:	Select One... ⌄
	Select One...
	eCheck
	Credit Card

STEP 8

Provide Credit Card Information

Please enter credit card information in the following fields, then click "Continue" button.
NOTE: All fields are required.

Current Payment

Order Description:	OSHER-Lifelong Learning Institute
Payment Amount:	$0.01
Effective Date:	03/17/2022

a. Enter Cardholder name & Credit Card info.

Credit Card Information

Cardholder's Name*:	First and Last Name
Card Type*:	⌄
Credit Card Number*:	Virtual Keypad
CVV2 Code*:	ⓘ
Expiration Date*:	mm/yy

b. Scroll down and enter the **Billing Address** & **Email Address**

c. When all information is entered click Continue at the bottom

Billing Address Information

Address 1*:	
(optional) Address 2:	
City*:	

For U.S. Address

State:	NEW JERSEY
Zip:	

For International Address

Region / Province:	*leave blank*
Postal Code:	*leave blank*
Country:	UNITED STATES

Contact Information

Email Address*:	

Continue   Cancel

STEP 9

a. Review the information.

All correct? Click "Confirm"
Need to edit? Click Edit

   Scroll down to see the Confirm & Edit buttons.

Is This Credit Card Information Correct?

Please review credit card information.

- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.

Current Payment

Order Description:	OSHER-Lifelong Learning Institute
Payment Amount:	$0.01
Effective Date:	03/17/2022

Credit Card Information

Cardholder's Name:	Kristen
Card Type:	
Credit Card Number:	ending with
Expiration Date:	

Billing Address Information

Address 1:	
Address 2:	
City:	
State:	
Zip:	

Contact Information

Email Address:	kristen

Confirm   Edit   Cancel

6

You're done!

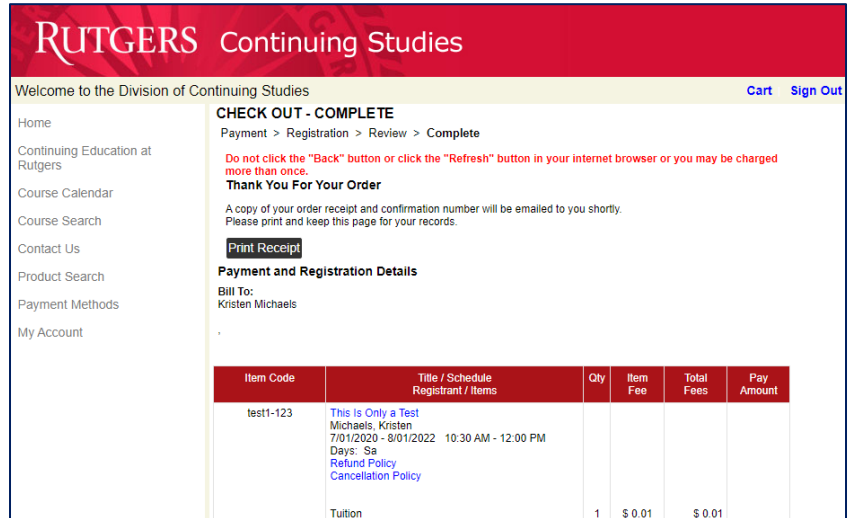You should receive 2 email confirmations-

1. from Megan Novak with your course confirmation
2. from the payment vendor with your payment confirmation

QUESTIONS?

Email us at
olliregistrations@docs.rutgers.edu
or call 848-932-6554.

RUTGERS Continuing Studies

Welcome to the Division of Continuing Studies   Cart   Sign Out

Home

Continuing Education at Rutgers

Course Calendar

Course Search

Contact Us

Product Search

Payment Methods

My Account

CHECK OUT - COMPLETE
Payment > Registration > Review > **Complete**
Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once.
Thank You For Your Order

A copy of your order receipt and confirmation number will be emailed to you shortly. Please print and keep this page for your records.

Print Receipt
**Payment and Registration Details**
Bill To:
Kristen Michaels

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123	This Is Only a Test Michaels, Kristen 7/01/2020 - 8/01/2022 10:30 AM - 12:00 PM Days: Sa Refund Policy Cancellation Policy				
	Tuition	1	$ 0.01	$ 0.01	

a. Click "Continue Shopping" button.

b. <u>Click on the arrow next to "Department"</u> and select "OSHER-Lifelong Learning Institute."
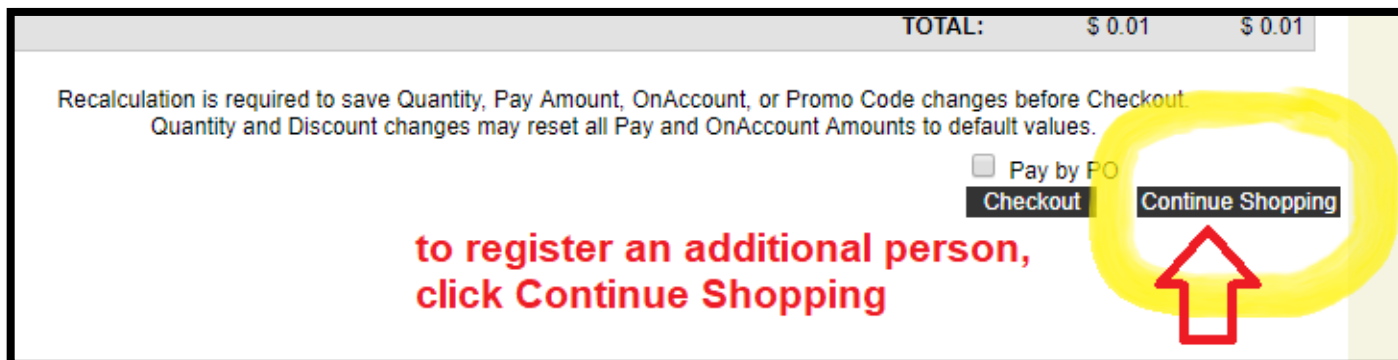
❖ **<mark>Pro-tip</mark>**: *You can narrow results by entering a word from the title of the course you want.* **<u>Make sure that word is actually in the course title</u>**.
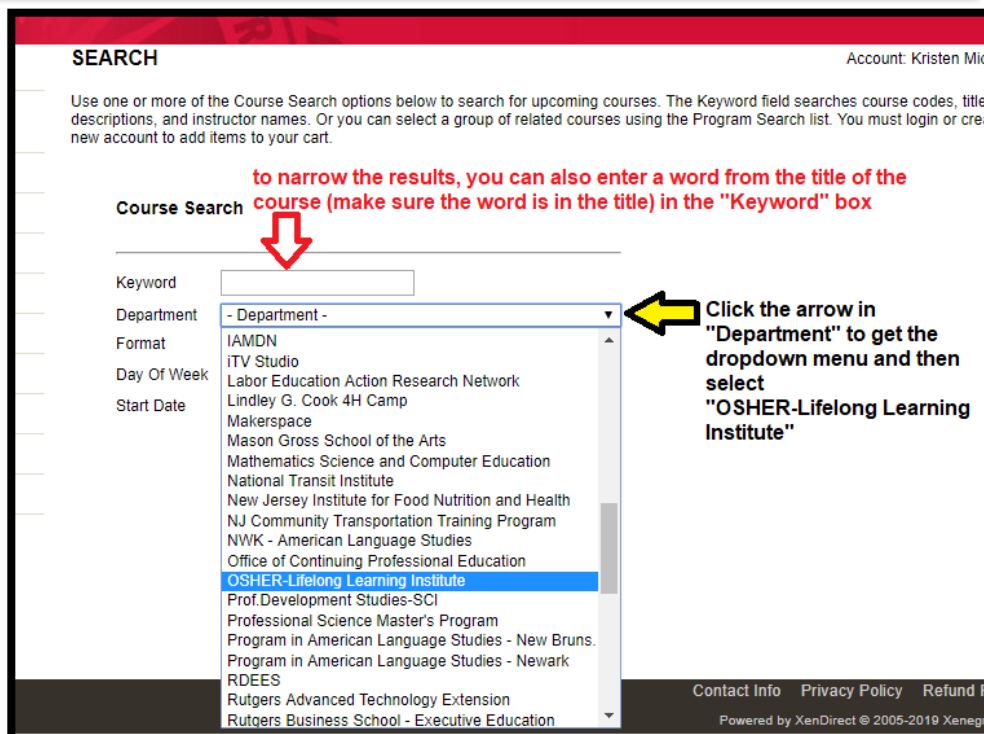
a. Click "**Registration Available**" next to the course you want.

SEARCH RESULTS Account: Kristen Michaels

Click on Title or Dates column label to change sort

Title/Facility	Session	Dates	Times	Days	Fee	Status
Jane Eyre and David Cooperfield OSHER-Lifelong Learning Institute Rutgers Lifelong Learning Center	Fall 2019	8/26/19 11/11/19	10:30 AM 12:00 PM	M	$ 80 Fee may vary	Registration Not Available
This Is Only a Test OSHER-Lifelong Learning Institute Osher House	TEST	7/22/19 5/31/20	1:30 PM 3:00 PM	Sa	$ 0.0	Registration Available
This Is Only a Test OSHER-Lifelong Learning Institute Osher House	TEST	7/01/20 7/01/21	10:30 AM 12:00 PM	Sa	$ 0.01	Registration Available

Back

Click "Registration Available" next to the course you want to register for.

a. Click "**Add to Cart**" (you may need to scroll down)

Please select the name of the person who will be attending this course: Jones, Diane ▼

Need to register for someone else? Click here

Back Add to Cart

click here

Want more classes?
click "**Continue Shopping**" and follow the process again.

All done?
click "**Checkout**" button and follow directions starting with Step 6 on page 4.

Continuing Studies

YOUR CART Account: Kristen Michaels

If Pay Amount edit is available, you may enter an amount less than the full amount due.
The balance will be billed. Minimum payment amounts may be in effect.
Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
test1-123 remove	This Is Only a Test Class 1				
	Tuition	1	$ 0.01	$ 0.01	
	Sub-Total:			$ 0.01	$ 0.01
test1-123 remove	This Is Only a Test Jones, Diane 7/01/20 - 7/01/2 Days: Sa This would be your additional class				
	Tuition	1	$ 0.01	$ 0.01	
	Sub-Total:			$ 0.01	$ 0.01
	TOTAL:			$ 0.02	$ 0.02

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

☐ Pay by PO
Checkout Continue Shopping